

Ohio Parenting and Pregnancy Program Grant
APPENDIX A TECHNICAL
APPLICATION

Instructions: Applicants are to fully complete this application and submit it with any additional required documents to be officially deemed the applicant's submitted response. Applicants may replicate this application in order to provide necessary responses; however, no application text may be altered or the applicant may risk disqualification.

Application Cover Page

Organization Name:	Coleman Professional Services
Organization Address:	5982 Rhodes Road Kent, OH 44240
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Federal Tax Id Number:	34-1240178
OAKS Vendor ID:	0000053123
DUNS Number:	089247571
Director/CEO:	Nelson W. Burns
Name of Signature Authority:	Nelson W. Burns
Title of Signature Authority:	President & CEO
E-mail Address of Signature Authority:	nelson.burns@colemanservices.org

Ohio Parenting and Pregnancy Program Grant

APPENDIX A

TECHNICAL APPLICATION

3.1 Mandatory Applicant Qualifications:

1. Provide evidence of private not-for-profit organizational status. (3.1 A.)

Coleman Professional Services 501(c)(3) tax status determination letter is attached.

2. Demonstrate physical location in the state of Ohio. Please provide your agency's office location. (3.1 B.)

Coleman Professional Services operates ONLY IN the State of Ohio. The administrative offices are located at: 5982 Rhodes Road, Kent, OH 44240 (See Location of Business Form)

3. Program Assurances affirmation page included in submission. (3.1 I.)

The Program Assurances have been signed by Coleman Professional Services President & CEO and are included in submission.

4. Required applicant Information & Certification included in submission. (5.2).

3.2 Organizational Experience and Capabilities (2 pages max):

1. Identify your organization's primary purpose, indicators used to determine effectiveness, and outcomes achieved within the last 5 years for promoting childbirth, parenting education, and alternative to abortion.

The Pregnancy Center began as a faith-based social concerns organization in 2008. It was born as a response to the closing of Birthright of Portage County, a non-profit affiliate of the international organization. A small steering committee was founded to discuss what steps to take to continue providing options to abortion and support for families with unplanned or crisis pregnancies. This group decided to create the Pregnancy Center of Kent. They obtained their non-profit corporation status from the State of Ohio in July 2009, received donated office space on the second floor of a building that offered visibility equal to that of the local Planned Parenthood, and opened the door for clients on December 28th, 2009.

Over the next 3 years, the Pregnancy Center of Kent served women with an all-volunteer staff that was trained using curriculum developed by Heartbeat International, and were ready to address physical, emotional and spiritual needs of all who came to the Center. When the Pregnancy Center of Kent lost its donated space in 2012, the President and CEO of Coleman Professional Services, Nelson Burns, heard about the need and offered space to the Pregnancy Center of Kent at a very low rent.

Coleman is a nationally recognized behavioral health care agency that has provided high quality care to Portage County for almost four decades. Its mission is to improve lives of individuals and families in the community. The Pregnancy Center board members recognized the parallel in these two agency's missions, and saw the potential of a deeper partnership with Coleman. The Pregnancy Center of Kent dissolved their non-profit corporation status in 2013 and became a service offered by Coleman Professional Services. The name was changed to the Coleman Pregnancy Center to solidify the new partnership.

The Coleman Pregnancy Center was awarded the Ohio Parenting and Pregnancy Grant by the Department of Job and Family Services in December 2014. Compared to 153 clients served in its first 4 years, the number served and the menu of services expanded greatly due to the grant support. During just seven months, eighty-one (81) women were served which exceeded the grant goal by 21. At least 30% of the participants included the fathers and/or other care givers in the services. Fifty-seven of the 81 women were pregnant, thirty-three pregnancy tests were given, forty-four of the women chose to parent, and the balance are unknown. Since its inception, the Center served 170 pregnant women; of those 106 were supported in completing their pregnancies through multiple visits and provided a range of services up through the child's first year.

Since the grant period ended, the following goals continue to function as indicators of the Center's effectiveness: 1) an increase of new clients and total number of appointments per month; 2) an increase in pregnant moms who give birth and who received care before and after delivery; and, 3) an increase in the number of fathers served. There was an average of 4 visits per client, with 3 services utilized per client (ex. Pregnancy testing, infant care education and nutritional education). 100% of the clients, including many fathers, received Infant Care and Safety Education.

2. Describe length and depth of experience providing services (min. of 2 years) in the following areas:

a. Family Planning

These core family planning services have been provided since FY 2013: reproductive and fertility education; pregnancy testing; accessing needed material resources and other supportive services; education about healthy relationships and healthy behaviors; and, teaching about the importance of taking pre-natal vitamins, getting an ultra sound, maintaining regular doctor appointments and attending birthing classes. New family planning services were initiated in FY 2015 (Dec, 2014 - June 30, 2015) when Coleman was awarded the Ohio DJFS Pregnancy and Parenting Grant including: education about family transitions into a multi-child family, developing an individualized care plan, help in developing healthy recreation/leisure activities, and support in navigating the health care system

b. Abortion prevention services & child birth promotion.

These core abortion prevention and child birth promotion services have been provided since FY 2013: fetal development education, options counseling, procedures, emotional/physical risks of abortions, emotional support, ultrasound referrals and community referrals. These new abortion prevention and childbirth promotion services were initiated in FY 2015 when Coleman was awarded the Ohio Pregnancy & Parenting Grant: crisis intervention, care planning and needs assessment.

c. Parenting Education/Development

These core parenting education/development programs and services have been provided since FY 2013: "Your Body During Pregnancy", "Preparing for Labor" and "Infant Care and Safety". These new parenting education/development services were initiated in FY 2015 when Coleman was awarded the Ohio Pregnancy & Parenting Grant: "Nutritional Wellness for Mom and Baby", "Financial Management", "Job Seeking Skills Assistance", "Maternal Coping Skills and Support", "Self-Advocacy and Community Referrals", and "Eating Healthy on a Budget" classes.

d. Adoption Assistance

These core adoption assistance services have been provided since FY 2013: adoption information and referrals to adoption agencies. These new adoption assistance services were initiated in FY 2015 when

Coleman was awarded the Ohio Pregnancy & Parenting Grant: assisting family in comprehensive coordination with local and national adoption agencies, and offering peer support for adoptions.

3.3 Key Staff Experience and Capabilities (8 pg. max, not incl. resumes):

3. Identify & assign one key staff person to serve as Program Lead, who can demonstrated a minimum of two years of experience operating in areas of family planning, abortion prevention services, childbirth promotion, parenting development and/or adoption assistance, and resides in the State of Ohio.

PROGRAM LEAD: LINDA TRAUTMAN

Profile:

Linda Trautman will serve as the Program Lead for the Coleman Pregnancy Center. Ms. Trautman's career started as a pediatric nurse due to love of babies and children. This included patient care and close contact with parents of sick children. She excelled in this position and moved into a management role as a Head Nurse on the pediatric unit. Following her pediatric experience, her love for moms and babies extended into the obstetrical field. She remained as an OB RN for 30 years. During this time, she was a key person in developing the only Mother-Baby unit in the county. This not only promoted cost effectiveness but also responded to the developing research that showed the importance of mother-child bonding immediately after birth. Within a few years, she played another key role in creating a Labor/ Delivery/Recovery Postpartum (LDRP) birth center which included the facilitation of a Neo-Natal Resuscitation Program (NRP) patterned after the evidence based practices of the American Heart Association. Her influence at the hospital extended to young new Nurses as she adopted Mentoring rolls. After two years as Interim Clinical Manager, Ms. Trautman retired, leaving a legacy of best practice care for the moms and babies at the hospital.

In addition to her outstanding career, she has 4 years experience as the lead nurse for the Coleman Pregnancy Center, initially as a volunteer, and more recently as a paid employee. In this capacity she has provided direct services including pregnancy testing, obtaining personal and medical history, providing pre-natal child birth and post natal education and support. Her skill set has continued to expand during this past year as she began providing maternal support through group counseling to clients experiencing post-partum and perinatal mood disorders. Her strong engagement skills engender trust with the women seeking services. This trust is enhanced as she pulls from life stage experiences. Her medical and behavioral health clinical skills encourage participants to become intensively involved in services. She is committed to keeping children in the family whenever possible and strengthening families to best support the needs of the child.

The role of Program Lead allows her to help disadvantaged youth and young adults who have unplanned pregnancies and who choose to raise the child successfully navigate the transition to adulthood. Too often these young adults act out of stress and unrecognized trauma, repeating patterns and risky behaviors that may negatively affect the child's development and the creation and maintenance of a strong family system. Ms. Trautman is committed to helping these individuals and families develop a path out of poverty as healthy and responsible parents, or assist with adoption resources if chosen. The position as Program Lead for this grant will draw on Ms. Trautman's medical knowledge and experience, as well as utilize the network of community agencies she has developed strong linkages with while working in the Pregnancy Center.

The Program Lead will be a 25% FTE position overseeing the Pregnancy Center's mission to provide educational and supportive services promoting childbirth, adoption support and parenting

development. The Program Lead will consult with the Case Worker, the Outreach Worker, the volunteers and the behavioral health providers . The Program Lead lives in Ohio and reports directly to Coleman's VP and Chief Clinical Officer, Sandy Myers, who serves as Coleman's liaison to the Pregnancy Center's Advisory Board.

Program Lead Resume: Attached

Affirmation of State of Ohio Residence: Attached

4. Identify and assign a Program Outcome Manager with at least one year of experience in working in areas of family planning or other services such as abortion prevention services, childbirth promotion, parenting development, and/or adoption assistance, data tracking and reporting

PROGRAM OUTCOME MANAGER: SHAUNA BURKHOLDER

Profile:

The Program Outcome Manager at Coleman Professional Services and for this project will be completed by Shauna Burkholder, the Health Outcome Statistician. The Health Outcomes Statistician is responsible for comprehensive analysis of data and information regarding clinical outcomes. The statistician takes a leadership role in the development, enhancement, documentation, and communication of identified variances and how they relate to improved business practices. She works to understand the causes of trends and anomalies, and the impact of those trends, and translates program goals and objectives into testable hypotheses. She also articulates opportunities for improvement to internal and non-technical audiences, implements the solutions, and tracks and monitors progress. For the past two years, the Health Outcomes Statistician has assumed responsibility for collaborating with a team to achieve the outcomes of parenting development grants and was primarily responsible for collecting the data to align with the grant. During the past year, she worked with the Pregnancy Center team to integrate all of the forms unique to the Pregnancy Center into Qualifacts, the electronic health record (EHR) utilized by Coleman.

Outcome Manager resume is attached.

5. Identify and assign a Fiscal Specialist with at least one year of experience in working with fiscal programs and/or systems, preparing invoices, personnel reporting, preparation documentation.

FISCAL SPECIALIST: JANET BENJAMIN

Profile:

Janet Benjamin will serve as the Fiscal Specialist for this program. Coleman will provide these services, estimated to be 5% FTE, as an in-kind match to the grant funding. Since June 2011, Ms. Benjamin has provided grant invoicing services for Coleman Professional Services and for Trillium Family Solutions. The billing she does includes several Stark County Department of Job and Family Services contracts. She has familiarity with the OAKS system, in addition to other billing systems and portals. She has served as the fiscal specialist for the Coleman Pregnancy Center since October 2014 and has worked on the previous ODJFS Pregnancy & Parenting grant. Ms. Benjamin will prepare the monthly invoicing and create reports as necessary. The Coleman Pregnancy Center Program Lead and the Outcome Manager/Case Worker will ensure all data is entered into the electronic health record upon delivery of services so that Ms. Benjamin can provide billing and necessary reporting in a timely manner.

Fiscal Specialist resume is attached.

6. Identify and assign a Case Worker with at least one year of experience in working in areas of family planning or other services such as abortion prevention services, childbirth promotion, parenting development, and/or adoption assistance

CASE WORKER: Rebecca Conaway

Profile:

Rebecca Conaway will serve as the 75% FTE Case Worker for the Ohio Parenting and Pregnancy Grant. The Case Worker is considered by Coleman Professional Services to be at the heart of the work of the Pregnancy Center since it provides 1) direct client care; 2) outreach in the community and knowledge of resources; 3) recruitment and support of volunteers who work mostly with client services; and, 4) development of services and programming tailored to the needs of those served. This position also involves working with Qualifacts, the electronic health record Coleman utilizes in tracking client service usage, and understanding HIPAA regulations. Ms. Conaway has wide-ranging experience in directly providing many of the services the Coleman Pregnancy Center currently offers, experience in maintaining detailed clinical records, and is eager to help expand the services as well as the number of clients served over a larger geographical area.

Ms. Conaway has been serving as the Coleman Pregnancy Center Coordinator since April of 2012. In this position she has worked directly with clients in providing childbirth advocacy and support services, and has conducted outreach for the Center through contacts with other agencies, within Coleman, at Kent State University, area health departments, and, (often through volunteers), the area churches and community organizations. Ms. Conaway has brought her experience as an Employment Services Coordinator, Clinical Counseling Intern, and Case Manager for Coleman's Child and Adolescent Services, as well as work as a Housing Specialist and Domestic Violence Specialist within the community to this position. Her skills and experience are providing the Coleman Pregnancy Center a wider and more holistic perspective on the needs of clients, including fathers and family members, in developing support for the pregnancy but also in developing financial independence, improved mental health, and parenting skills. She can also provide linkage to benefits, including Medicaid, and other community services providing education and supportive safety net services.

Ms. Conaway obtained a BA in Psychology and is pursuing a MA in Clinical Mental Health Counseling. As an undergraduate, she had a college internship working at a one-stop employment center, which provided practical employment counseling to individuals and families in need of job supports. She saw how providing simple support could greatly enhance the quality of life within a family and she wrote her senior honors thesis on the connection between significant support systems and self esteem. In high school, Ms. Conaway had two close friend face a crisis pregnancy. Both had similar upbringing, family backgrounds, and education; but one chose to parent and one chose to abort. She said that walking through this crisis with each of them was critical in understanding the importance of support. The friend that chose to carry to term had more immediate support than the one who chose to abort. This experience and understanding has significantly shaped how Ms. Conaway has selected an educational and career path, and how she has provided care to adults, children and families in Portage County over the past eight years.

Ms. Conaway worked closely with homeless families living in poverty to find housing, to find community agencies to meet their needs, to ensure their kids were able to attend school, to provide relationship support to families, and to empower individuals to seek self-sufficiency and create a healthier environment for themselves and their children. As a case manager for Coleman, she worked with children, individuals and their families living with mental illness. She worked with schools to ensure the

child's total wellbeing. She evaluated, supported, and coordinated basic needs; developed and maintained detailed clinical documentation; visited clients in the community and in their home(s) with children present; helped families develop budgets and financial responsibility; and advocated for client needs at local community agencies. She learned how to creatively help clients obtain and maintain housing, psychiatric support, financial support, daycare, employment, health care, education, and develop stronger family coherence and supports.

When the Pregnancy Center of Kent moved into Coleman, Ms. Conaway saw this as an opportunity to expand a grassroots organization into a multifaceted care support system for individuals during a critical decision and transition time in their lives. She began as a part-time Administrative Assistant, while also working for Coleman's Employment Services. When the volunteer Executive Director resigned, Ms. Conaway was promoted to Program Coordinator. In this new position, she was responsible for picking up the responsibilities left by the part-time Executive Director, as well as beginning the process of integration with Coleman Professional Services as the Coleman Pregnancy Center. Ms. Conaway has worked with the Advisory Board and the client support volunteers to develop a mission statement, new programs, and has developed outreach strategies. She has immense enthusiasm for the work of the Coleman Pregnancy Center and is able to convey this to clients, volunteers and community members who may provide support, including material items, as well as provide outreach to teens and transitional adults regarding the support services of the Center. Because she is a young adult herself, her ability to provide this "peer support" provides both energy and authenticity to the Coleman Pregnancy Center's services and outreach efforts.

Ms. Conaway's enthusiasm for the program has resulted in new, young volunteers working in the Pregnancy Center. She has also developed innovative programs using community-based resources and volunteers, such as the "Grandma Squad", which is a group of 9 older women who want to be "on call" for clients, especially when pregnant. As they are trained and go through the Coleman orientation, these volunteers provide crisis pregnancy counseling and other types of phone support.

A portion of Ms. Conaway's salary (25% FTE) will be supported through volunteer-based fundraising efforts. This "Outreach Coordinator" portion of her time will be devoted to developing promotional materials and conducting outreach within the community such as for church groups, social service clubs and stronger linkages to other social service agencies within Portage County and the surrounding communities.

Case Worker resume attached.

7. Identify and assign by position and by name, any additional support staff their agency considers key to the program's success located within the services providers' office and have provided a list of key staff, their relevant education and work experience and the duties they will perform under this program.

THERAPIST: MITZI HUTCHINSON, PCC

Profile

Ms. Hutchins is a full time Counselor with an Independent License with Coleman Professional Services. She specializes in work with transitional age youth. She has prior experience and competencies in utilization of the Nurturing Parenting Program and will serve as key staff in the expansion of this service. She has been identified in this role because of the high number of client referrals from Coleman Behavioral Health to the Pregnancy Center. Her clinical coordination with the Pregnancy Center for mutual clients has already contributed to great outcomes.

She obtained her MEd in Clinical Mental Health Counseling from Kent State in 2010. She became licensed through the state of Ohio in 2010. Previous to her work at Coleman, she provided crisis intervention at Kent State Women's Center for students, faculty and staff. She conducted focus groups to improve the health and education of single moms, minority women, and other marginalized populations on campus. She also worked closely with Kent State University's LIFE program, a program dedicated to helping young moms and dads to stay in school and obtain a college degree, to facilitate and strengthen social and emotional support through case management, advocacy, resource development, and individual and group education. She is very passionate about supporting women and children through advocacy and emotional support and has seen, firsthand, the beneficial work of the Coleman Pregnancy Center.

Therapist resume attached.

OUTREACH SPECIALIST: ASHLEY DEWIEL

Profile:

Coleman Professional Services employs case managers to do home-based services including Case Managers with emphasis on transitional age youth. One of these Case Managers, Ashley Dewiel, has been collaborating with the Pregnancy Center to ensure our clients are getting all of their needs met. As an Outreach Specialist, Ms. Dewiel meets with clients in-home to assess their needs and ensure they are in a healthy and supportive environment. She makes community referrals, transports clients to important doctor's appointments, and assists clients with obtaining and maintaining benefits.

Ms. Dewiel has her BA in Social and Criminal Justice. Previous to her position at Coleman, she worked as a Unit Lead at Foundations for Living, a residential housing facility, providing house placement, coordination of care, monitoring symptoms and other transitional needs for at-risk youth with behavioral health problems. Her experience has led to an exceptional ability to build rapport with her young clients, allowing them to overcome barriers they may be facing as potential new parents.

Outreach Specialist resume attached.

VOLUNTEERS

Volunteers provide many of the services of the Coleman Pregnancy Center and will continue to do this with the funded, expanded program, saving costs and providing energy and linkage to the wider community to help with outreach. Currently, eleven (11) volunteers, including many young women eager to support their peers, are serving or are being trained. Volunteers collect and stock the material goods such as diapers, maternity and baby clothing, car seats, toys, bedding and hygiene items. Carefully trained volunteers will serve as Pregnancy Advocates, providing intake assessments, caring support, and linkage to services within Coleman and the community. They will serve to provide a deeper level of follow-up support for client families as well.

Volunteers also contribute to sustaining the mission of the Coleman Pregnancy Center through participation on an advisory board. Coleman's Vice President and Chief Clinical Officer Sandy Myers serves as Coleman's representative to this advisory board, linking the Pregnancy Center to Coleman's wide range of services and community partners. Since the merger with Coleman, this board has managed to maintain the funding level to keep a regular paid staffer at 25% FTE to keep the Pregnancy

Center alive. The board is active in marketing and development, and fundraising events and activities for the Center.

The Coleman Pregnancy Center Advisory Board has grown during the past year to include 11 members with a high level of commitment to the mission and services of the center. The Advisory Board meets monthly and has established ad hoc committees for each fundraising event. Examples of fundraising events this past year include: a reverse raffle, a dinner/silent auction, a raffle of a newly constructed green house, selling carnations at local churches, and direct asks. Each member of the advisory board takes the mission of the Coleman Pregnancy Center to their respective community and participates in speaking engagements, or volunteering to staff booths at local fairs and festivals. Some additional unique activities led by the Advisory Board members include Lunch with Santa and the Grandma Squad. Lunch with Santa creates an opportunity for all attendees to receive diapers, coupons, gift certificates, pictures with Santa and food. The Grandma Squad is a volunteers who are "on call" for clients 24/7, especially when pregnant. As they are trained and go through the Coleman orientation, these volunteers provide crisis pregnancy counseling and other types of phone support. With grant funding, the Advisory Board will play a role in helping to expand the reach and services of the Coleman Pregnancy Center.

8. Provide a current organizational chart and specified the management and administrative personnel assigned to this project.

Organizational chart attached.

3.4 Organization Profile (4 pg max) & 3.5 Participant Eligibility (2 pg max)

9.-Describe the services currently provided, intake process, follow-up services, logistics of operations and geographical areas of coverage, and include any services unique to agency. Include organization's website address and attach a brochure or other printer material.

The Coleman Pregnancy Center has been providing pregnancy care services to Portage County since 2009, with linkages to a longer history of service in childbirth advocacy and family support through volunteers' professional backgrounds and the foundation built upon the previous childbirth advocacy organization serving the community. We offer practical ways to help women stay on their feet during pregnancy and provide extended family support during the vital first year of the child's life.

We confidentially assist, mentor and educate those facing expected or unexpected pregnancies. We respectfully listen with compassion and empathy to offer every client individualized support because no two situations are alike. We value forming long-term relationships that may include follow-up after the child is born and through the first year of the child's life. Our relationship building frequently extends to fathers, grandparents and others important in the lives and support systems of our clients. Our clients may be single, in college, or married with children; regardless, being pregnant comes with its own set of difficulties. Feeling overwhelmed is common. It is important to have someone to listen and help sort things out so the best decision can be made. We assist with emotional, spiritual, educational, and material issues. We promote self sufficiency and, being grounded in the community we serve, we offer first-hand knowledge of our unique community's resources.

The intake process for the Pregnancy Center involves intake paperwork, a form to screen for depression, a needs assessment, creation of a care plan and orientation to services. The client reads and signs a confidentiality form and completes the Patient Depression Questionnaire (PHQ-9). Together the

Pregnancy Advocate and client complete the General Intake Form and Needs Assessment. Once the client has been oriented to services, a Care Plan is created and referrals are given to the client. Intakes can occur during open office hours or by appointment. When a client scores high on their PHQ-9 or indicates that behavioral health services are needed, the referent begins with a diagnostic assessment. Diagnostic assessments are conveniently organized so that people can have a diagnostic assessment without a schedule Monday thru Friday 2:00p to 6:00p. In addition, for people needing a diagnostic assessment outside of those hours, they can go to Coleman Access 24/7, 365 days a year.

We value forming relationships and know that no two situations are alike. We pride ourselves on providing services geared specifically for individual care. Each client meets with a trained Pregnancy Advocate that utilizing a comprehensive Needs Assessment tool in identifying needs such as: material assistance; prenatal vitamins; educational needs (development of fetus, changing body, nutritional needs, preparing for labor, infant care, budgeting, etc.); counseling or crisis psychiatric support; day care needs; adoption information; employment or job readiness training; health care needs; social support system; and, safe and affordable housing. Together, a Care Plan is created. This plan acknowledges obstacles, sets obtainable goals, and provides practical resources. Stamps are provided as clients meet their goals. These stamps can be redeemed for material goods. Since we know that having a baby can be expensive, we provide needed baby items such as diapers, clothing, wipes, maternity clothing and other equipment.

Our ability to help does not stop at our direct services. We have the unique opportunity to provide direct referrals within our agency, Coleman Professional Services, for behavioral health needs, postpartum depression, substance use, marriage and family therapy, grief counseling, and other obstacles to emotional and mental well-being. We also have in-house employment services that allow for collaboration to promote job readiness, job placement and on-the-job support for those in need. Depending on the situation, a "warm hand-off" could be made to a clinical therapist or employment services specialist, increasing the likelihood of follow-through. Calls after hours roll to Coleman's crisis line for immediate connection to supportive and trained individuals who can assess whether there is a crisis situation, and provide information on the hours of service of the Coleman Pregnancy Center.

Coleman has been in Portage County since its founding in 1978. It provides services in eight Ohio counties and served 21,664 people in the last year. Portage County alone, where the Pregnancy Center is located, served 9,201 people in FY 2015. Coleman has developed many strong referral relationships with other agencies that can offer services beyond Coleman's scope, such as food and nutrition support, rental housing assistance, and prenatal and pediatric health care. With the support of Coleman, we can assist clients in learning about or applying for income, healthcare and nutritional supports such as WIC, Medicaid and Supplemental Nutritional Assistance Program. Over 80% served have family incomes less than \$16,000 and the majority of people served live on less than \$8,000 per year. The Coleman Pregnancy Center clientele typically falls within the low to very low income range. Coleman is experienced and comfortable with helping individuals navigate safety net programs. With the help of Coleman Professional Services and its extensive network of wraparound service partners in Portage County (as well as in Summit, Trumbull and Stark Counties), the support of area churches and many trained and experienced volunteers, we are able to care for the holistic needs of our mothers, babies and families.

With an estimated population of 163,862, Portage County is primarily a rural county comprised of 18 unincorporated townships, four small cities and 7 villages. The City of Kent, home of Kent State University, is the largest city with 28,904 including on-campus housing. The demographics lean heavily

toward transitional young adults, as well as low-to-middle income families. Kent is more racially and culturally diverse than the rest of the county. Nearly 10% of the population is African American, compared to 3% county-wide. Since the 2010 Census, the population of Kent is estimated to have grown by nearly 3,500. International student and faculty now comprise over 10% of the city's population, according to the KSU Office of Global Education. In addition to Kent, two other cities in Portage County are growing with many young families: Streetsboro and Aurora. Ravenna, the county seat, is the smallest city with a declining population of 11,724. The cities of Stow, Tallmadge and Hudson in Summit County are also close to Kent. The northwest portion of Portage County, including the cities of Kent, Streetsboro and Aurora has seen the largest growth rate overall and of individuals of childbearing age.

Portage County has an overall poverty rate of 15.1%, which is at the State of Ohio's average rate. Some of the neediest regions are located in the outlying rural townships and villages. The rural areas of Portage County may have lower numbers, but the need for high levels of support, including education, may be greatest. The grant will help the Coleman Pregnancy Center continue to reach out to outlying townships and villages, as well as to the county seat, to provide promotional materials, hold educational classes and provide follow-up visitation for clients. The teen birthrate is highest in Ravenna and the outlying communities that are also some of the poorest. Pregnancy Center staff expect to hold some classes in Windham, a small and impoverished village on the extreme east side of the county where Coleman already provides services at a community center and a group home. In Windham and surrounding townships of Freedom, Charleston and Paris, the birthrate to unmarried mothers is 52.6%, compared to 31.5% overall for Portage County, indicating a potential unmet need for support. In addition, Coleman has two facilities in Ravenna across from the county's only hospital. Classes and outreach can easily be provided within the smaller city of Ravenna, which is more centrally located to the rural east.

The Coleman Pregnancy Center strongly believes in access and visibility of services so that when an unplanned or crisis pregnancy occurs, access is not a barrier. Keeping the walk-in Pregnancy Center in Kent, on the busline and in a respected agency that has multiple referral relationships with the university and many community organizations within the population centers, will serve the greatest number of individuals who may need the services. Generally, individuals who reside in larger cities do not travel to smaller cities for services and college students are even less likely to access services outside of the immediate area. The Coleman Pregnancy Center is located at the population center of Portage County, providing access to the largest number of teens, transitional youth and young adults who may also lack resources or support for child-bearing, adoption or parenting.

Website: <http://www.colemanservices.org/our-services/behavioral-health/pregnancy-support.aspx>

Program Brochure is attached.

10. Describe the population served including any demographic information as well as family makeup, and include the number of families that their agency has served in the past two years.

True to the Pregnancy Center's mission, the Center has served mothers, fathers, and extended families with no bias or judgment. Since we have opened our doors, we have provided support and care to a diverse client population. Being located minutes away from campus has given us a unique opportunity to provide multifaceted care tailored to students and also to provide the same quality of personalized care specific to Portage County families. Our clients range from young students who find themselves

pregnant to Portage Co families that want to pursue a healthier life situation. Most of the families seen are from Kent and Ravenna. Since 2009, 43% of our clients have been from Kent, 23% from Ravenna, 20% have been from more rural Portage County, 7% were residents of another county, 7% had unknown or "other" residence. Of these community members, 16% have had unstable housing, and 61% were in need of employment or other financial assistance. 45% were students.

Consistent with a high number of college-age students, as well as the challenging years transitioning to adulthood, the Center served a majority of clients in the 18-24 age range (50%) - the same percentage as the number of induced abortions in 2012 in Portage County within this same age group. According to Ohio DJFS data, out of all babies born in Portage County, 8% were born to teenagers under age 20. There are other faith-based services in the community that provide assistance to at-risk teens, including pregnant teens, but Coleman has a wide reach into area schools and universities, as well as a growing Child and Adolescent Services Program due in part to the opening of our Center of Excellence for Children at the Kent campus. Because pregnancies and childbirth within this age group are likely to be unplanned or are crisis pregnancies in which the individuals and families are especially in need of support, Coleman anticipates continuing to increase the number served, including ongoing maintenance of referral relationships with other agencies that provide services to this population. The Coleman Pregnancy Center feels uniquely qualified to provide crisis services to pregnant women, fathers and families of infants, because of its association with Coleman's nationally recognized behavioral health and rehabilitation services.

Over the past two years, the Pregnancy Center served 110 families; 62% of these clients were seen due to the grant support. One-hundred percent (100%) of these clients received services that classified as family planning, abortion prevention and/or childbirth promotion. Sixty-nine (69%) of these clients received parenting education or services that encouraged parental development. With more funding, range of services and outreach can continue to expand through further development of a stable and qualified professional staff, as well maintenance of the volunteer program.

11. Applicant must describe its experience determining eligibility for need based programs, and describe how it will ensure, to the best of its ability, the accuracy of the information provided by the program participant.

The Coleman Pregnancy Center commits to following the eligibility requirements as outlined in Ohio Revised Code 5101.804 Ohio Parenting and Pregnancy Program to provide services for pregnant women and parents or other relatives caring for children twelve months of age or younger. The Coleman Pregnancy Center commits to the following requirements: refraining from association with any abortion activities, counseling or referrals to abortion clinics; providing services free-of-charge to pregnant women and parents or other relatives caring for children twelve months or younger; and, has a primary purpose of promoting childbirth through counseling and other services including parenting support. Coleman Professional Services operates only in the state of Ohio.

12. Define the eligibility requirements to be used for the proposed services and include the participant income at or below 200% of federal poverty level, TANF eligibility and citizenship requirements, and requirements listed in 5101.804 of the Ohio Revised Code.

Any women seeking services will be eligible for services. However, only people meeting the eligibility requirements below will be eligible for grant funded support:

- Income at or below 200% of the current federal poverty level
- TANF eligibility and citizenship requirement, and

Will meet the requirements as listed in ORC 5105.84
The Case Worker will assume responsibility for eligibility and citizenship verification.

3.6 Program Design (4 pages max)

13. Include a description of the target audience that it will serve.

The target audience of the Coleman Pregnancy Center is any woman experiencing a crisis pregnancy or who may need material, education and emotional support during and after pregnancy to support the health and well-being of the child's family system, and who reside either permanently or temporarily in Portage County or in neighboring counties served by Coleman Professional Services. The target audience is especially at-risk teens, transitional age young adults including college students, and other individuals or families who are experiencing financial and/or emotional distress or concerns related to a planned or unplanned pregnancy or birth/adoption of a child up to twelve months old. Based on past numbers served, we would expect to serve the most individuals in the 18-24 age range, followed by the 25-34 age range. Coleman's outreach into the area high schools will increase the numbers served in the less than 18 age range. Also, we would expect to serve a large majority of single parents, along with partners, and other family members. Based on past numbers, that the City of Kent would provide our highest proportion of clients. The grant will help us also reach out to families in rural areas and smaller cities.

14. Identify how many additional families will be served and thoroughly describe plan for: 1) increasing participation about current levels, 2) how increase will be demonstrated as a result of the OPP funding and how expected increase will be measured

Increasing the number of families served is our number one priority. As we continue to grow, so does the variety of services that we can offer our clients. Currently, we have a limited budget sustained by fund raising from the Advisory Board that supports the Case Worker at 25%. Coleman supports the volunteer recruitment and training. While we are thankful that we have been able to provide these services through volunteers, a stable work force is needed to sustain and grow quality services. With funding, we believe we will be able to double the number of mothers served, and create a branch of programming that focuses on family cohesion and the support of the father. We will be able to focus on creating structured programs with clear outcome goals. It will also mean being able to extend the reach of our services and increase the depth at which we provide individual support. Each family member has their own unique needs and by applying this funding to program expansion we will be able to increase our numbers by having services to meet those individual needs. Our goals for this grant funding are to: 1) achieve 150 appointments over the life of the grant; 2) increase # of fathers served to 22; 3) increase # of new families to 120; 4) increase # of clients who receive care before labor and return after delivery to 20; 5) 100% of the pregnant clients we serve will give birth; and, 6) increase average # of appointments per client to 6.

15. Describe in detail how the public will be notified of the availability of services, including the marketing strategy, geographic outreach, multimedia strategy and anticipated number of contacts the agency will make through use of these strategies

The Coleman Pregnancy Center benefits from the integration into a large behavioral health provider that spends time and resources on branding, marketing, and referral development. This past year, Coleman's web page was updated which includes a new and improved web page for the Coleman Pregnancy Center. The Pregnancy Center is included in all the informational and marketing materials

developed by Coleman. The Advisory Board, with representation from most cities and townships in Portage County, embraces increasing community relations as a key function of their board. The events planned and implemented by the Advisory Board not only generates resources to fund the Pregnancy Center, but also introduces and reinforces the purpose of the Pregnancy Center to many Portage County citizens. The Case Worker is exemplary with marketing and increasing awareness of the services of the center. Within Portage County is a large university, a small college and a medical university, which are primary targets for this marketing. The Case Worker already works collaboratively with all the local agencies and services who serve young women and families. This network is the pipeline for referrals to the Center. And finally, the Pregnancy Center is located within a behavioral health provider that serves over 9,000 people per year in Portage County with a very high percentage of transitional age youth and young adults. The Case Worker strategically attends staff meetings and events of clinical services to assure the clinical providers have knowledge of the services. Finally, office hours are maintained at low income housing complexes to increase accessibility to services.

The specific marketing strategies include; web-site, a minimum of five monthly marketing appointments per month, a minimum of 3 fundraising/community awareness events, quarterly presentation to Coleman clinical services, 2 community educational sessions per month on mood disorders before and after pregnancy.

16. Indicate if new or expanded services are planned. Provide an assessment of need and demonstrate how the new or expanded services will meet that need. Applicant must thoroughly describe the plan to deliver these services, including implementation, intended outcomes, the method in which new or expanded services will be communicated, implemented and evaluated.

The hallmark of our progress began with our Care Coordination System. Effective in FY 2015, a Needs Assessment was completed with all participants, while simultaneously developing a positive helping relationship. The results were aggregated to identify services needed for expansion. Many of the participants presented with a perinatal mood disorder. In addition, the participants identified the need for expanded services related to parenting. Finally, many participants presented with transportation issues, child care issues and social anxiety issues which creates obstacles for traditional clinic based services. The Case Worker at .25 FTE has been able to continue to meet the needs of people referred by efficiently and competently assessing, developing care plans and referring to the volunteers for pregnancy services, and Coleman for behavioral health services and employment services. With funding, we will be able to stabilize these current services and create the below mentioned new services to better address the needs that prohibit our clients from obtaining self-sufficiency and a positive home life. A Child Psychologist with experience in implementing/attending to the fidelity of EBPs will supervise. The Outcomes Manager, Coleman's Healthcare Statistician, will analyze the data to determine the impact of these interventions.

1) Nurturing Parent Program: This evidence-based parenting program (EBP), will be made available to parents through an Independently Licensed Therapist. The goal of this program is to replace negative patterns in the family system with healthy, positive and nurturing behaviors. The curriculum includes an assessment, prevention, and treatment components. The program utilizes pre-and post-testing used to assess changing parenting attitudes and child rearing practices. The prevention-treatment phase of the program is a strength-based model that is designed to support families in five protective factors: parental resilience; social connections; knowledge of parenting and child development; concrete support in times of needs; and, social and emotional competence of children. The component of the program for parents of infants consists of 15 group and 5-7 individual sessions, which give parents the

opportunity and support to practice what they have learned, and to supplement what is being taught in the group sessions. See www.nurturingparent.com

2) Wellness Outreaches to Moms and Families: The Federal Maternal, Infant and Early Childhood Home Visiting (MIECHV) program supports home visiting services for families with young children who reside in communities that have concentration of poor child health and other risk indicators. Home visits are conducted to provide support to caregivers and children to create a positive home environment, carrying over the skills taught in clinical settings. Coleman has a long history of Case Managers with expertise in working to observe the home environment for health and safety and assuring the teachings in the clinic are transitioning and generalizing to the home setting. A licensed transitional age Case Manager will provide the home visits to women and families who would like to receive this enhanced service.

The nurturing parent and the wellness outreaches will be implemented by the independently licensed therapist and the Case Manager. These individuals are supervised by a Child Psychologist with experience in implementing evidence based practices. The number of individuals participating in these new interventions will be tracked. Furthermore, the overall outcomes of these individuals will be compared and contrasted to individuals not electing to participate in these interventions.

17. Describe how each of the following services will be provided and indicate whether services will be provided directly or through a sub-grantee:

a. Parenting and family classes/counseling classes. Applicants must include the curriculum to be used or a description of the class curriculum, lessons, goals and outcomes. Application should indicate whether the curriculum is evidence-based.

1) Components of Care for Perinatal Mood Disorders: The Coleman Pregnancy Center uses an evidence-based curriculum created by Postpartum Support International. Women who report high levels of depression/anxiety or have a history of risk factors are encouraged to join this program. It consists of 20 sessions in an open-group format. This is to encourage socialization skills and an increase in appropriate communication—Participants self-report levels of anxiety, depression and other common mental health disorders throughout the program, used to monitor the effectiveness of the program. The curriculum begins by differentiating mood disorders vs. pregnancy, and explaining the symptoms of perinatal and postpartum mood disorders (PMD). Participants identify role transitions and changes, set goals for successfully managing role transitions, develop supports, identify potential interpersonal conflicts, and learn skills for resolving interpersonal conflict-

2) Individual Education Programs: The data from the Portage County Community Health Assessment Partnership and from our Needs Assessments and Satisfaction Surveys have been used to carefully craft the individual education programs. The individualized Care Plan is utilized to develop personal programs using the following components:

- **Pregnancy Education:** gestation, exercise, symptoms and red flags, substance use, father of the baby support, pre-term labor, stages of labor, tips for labor, etc.
- **Maternal Coping Skills:** women in need receive treatment using Evidence Based Practices such as cognitive behavioral treatment, motivational interviewing, dialectical behavior treatment all provided by staff trained in trauma-informed care

- Job Skills Training: resume creation, interviewing skills, finding job leads, etc. Intensive employment supports are available through Coleman Employment Services.
- Financial Management: navigating banking, and consumer rights, learning to budget, prioritizing spending and developing skills for financial management.
- Mommy, My First Teacher: A Literary Resource Specialist (LRS) can work with each parent and child to demonstrate ways to read aloud and talk together to improve literacy results and improve chances for future educational success.

b. Infant/child safety lessons:

Each client meets with the lead nurse to review infant care and safety education. Educational topics include breastfeeding vs. bottle feeding, circumcision care, bathing, eating, and development through year one, car seats, Shaken Baby Syndrome, Safe Sleep and SIDS. Referrals can be made to the Portage County Parenting and Pregnancy Collaborative for additional parenting training. Infant child safety will be enhanced this year to include the Wellness Outreaches to Moms and Families program mentioned above.

c. Mother and child nutrition education including the risks of alcohol, tobacco:

We offer both Individual and Group Education classes that address mother and child nutrition. All participants are scheduled to meet with a Nutritional Education Specialist (NS) to complete an assessment of eating habits, health status, eating preference, and complete a Pre-Test to test their nutritional knowledge. The training topics include: healthy weight gain; nutrient requirements; risks of consuming tobacco, alcohol and other substances; food safety; exercise in pregnancy; breastfeeding; infant nutrition.

d. Outreach for other social services not provided by the organization:

The role of the Case Worker is to assure that people access the needed resources within the Pregnancy Center, within Coleman, and the community. The community resources include: WIC, Job & Family Services, food and housing assistance, the local Health Department, child care assistance, and medical services. This will be enhanced with new resources to support in-home services that can better observe needs.

18. Provide a plan to address infant mortality in Ohio and provide a description of the plan to deliver and implement services and intended outcomes.

The Coleman Pregnancy Center has utilized information from the "Ohio Infant Mortality Reduction Plan 2015-2020", produced by the Ohio Collaborative to Prevent Infant Mortality. It lists major risk factors to infant mortality: 1) premature birth 2) birth defects 3) sleep related deaths. Using education, community referrals, mental health interventions, comprehensive staff/volunteer training curriculum, care planning, diverse marketing, and other programs, we strive for the following goals laid out by the Plan: 1) improving health equity by addressing the social determinants of health and eliminating racism; 2) promoting optimal women's health before, during and after pregnancy; 3) preventing premature births; 4) preventing birth defects; 5) promoting optimal infant health; 6) reducing smoking before, during and after pregnancy; 7) promoting fatherhood involvement in maternal and child health.

19. Subcontractor(s)/Sub-grantee(s)

No sub-grantees will be involved in this project. The Coleman Pregnancy Center is a business unit of Coleman Professional Services, the entity applying for this grant.

20. Monitoring - Not applicable.

21. Describe how participant and program information will be collected and confidentiality maintained.

The Pregnancy Center is established as a unique program in Coleman's EHR Qualifacts that includes forms such as: service plan, progress notes, and discharge summaries. This allows for invoices and reports to be generated, pulling fields that will address the outcomes described above, as well as demographic information. Qualifacts is designed to assure compliance with all Health Insurance Portability and Accountability Act (HIPAA) privacy requirements. All Coleman employees from clinicians to billing clerks must complete an annual online HIPAA training regarding disclosure of protected health information. Volunteers are also provided with HIPAA training as part of Coleman's Volunteer Orientation Program. Information pertaining to client health information is restricted on a "need to know" basis.

Ohio Parenting and Pregnancy Program Grant

APPENDIX A TECHNICAL APPLICATION

Program Budget Year 2
December 1st, 2015-June 30th, 2016

Program Budget Items		Totals	In-Kind
Personnel		\$38,615.78	\$27,69.89
Fringe Benefits		\$11,585.00	\$830.97
Mileage		\$303.41	
Prenatal		\$0.00	
Marketing		\$1200.00	
Contracted Services		\$0.00	
Participant Education		\$0.00	
Participant Support		\$5000.00	
Equipment		\$0.00	
Other: Rent & Utilities		\$2,186.79	
Building expenses		\$382.80	
Subtotal		\$59,273.78	
Indirect		\$5,927.37	
Total		\$65,201.15	\$3,600.86

Ohio Parenting and Pregnancy Program Grant

APPENDIX A TECHNICAL APPLICATION

Budget Narrative

Please describe the costs and provide any necessary calculations for each budget line item. If indirect costs are included, the organization must provide a copy of their current federally approved indirect cost plan, or limited to 10% of total modified direct costs.

Budget Narrative December 2015 thru June 2016

Personnel: 1.55 FTE

Program Lead \$25.00 per hr @ .25 FTE for 58% of the year= \$7,540.00

Case Worker 1 FTE @ \$40,580.80 for 58% of the year=\$23,536.00

Therapist .15 FTE @ .31 per hour @ 58% of the year=\$4,408.18

Outreach specialist .15 FTE @ \$17.30 @ 58% of the year=\$3,130.60

In-Kind Personnel: .10 FTE

Financial Specialist @.05 FTE @ \$14.92 per hour @ 58% of year=\$899.97

Outcomes Manager @.05 FTE @.31 per hour @ 58% of the year=\$1,869.92

Fringe Benefits @.30 (FICA, Workers Comp/Unemployment Insurance, Medicare, Retirement, Hospitalization Insurance, Life/Disability & Wellness= \$11,585.00

In-Kind Fringe @.30 =\$3,224.00

Mileage:

750 miles per 1.55 FTE @ .45 miles for 58% of the year

Marketing:

Printing 1,000 brochures @ \$1.20 each (1200)

Participant Support:

- Material Goods: diapers, formula, baby clothing=\$3,000.00
- Participant support: day care vouchers, clothing for interviews etc =\$1,000.00
- Participant transportation: PARTA 50 tokens round trip @ \$20.00=\$1000.00

Rent & Utilities:

Rent @ \$13.00 sq ft X 144 X 1.55 FTE @.58 of the year=\$1,682.92, Utilities @ .30 Rent=\$504.87

Building Expenses: Software maintenance agreement, internet @.58 of the year=\$382.80

Indirect Rate @ 10% Costs associated with the Project Director, administrative services, executive office billing, records, payroll, IT, building operations, and HR. =\$5,927.34

Ohio Parenting and Pregnancy Program Grant

APPENDIX A TECHNICAL APPLICATION

Program Budget Year 2
July 1st, 2016-June 30th, 2017

Program Budget Items		Totals	In-Kind
Personnel		\$56,433.78	\$4,775.68
Fringe Benefits		\$16,930.06	\$1,432.70
Mileage 750		\$438.75	
Prenatal		\$0.00	
Marketing		\$1,200.00	
Contracted Services		\$0.00	
Participant Education		\$0.00	
Participant Support		\$5,000.00	
Equipment		\$0.00	
Other: Rent & Utilities		\$3,163.60	
Building expenses		\$660.00	
Subtotal		\$83,826.19	
Indirect		\$8,382.61	
Total		92,208.80	\$6,208.38

Ohio Parenting and Pregnancy Program Grant

APPENDIX A TECHNICAL APPLICATION

Budget Narrative

Please describe the costs and provide any necessary calculations for each budget line item. If indirect costs are included, the organization must provide a copy of their current federally approved indirect cost plan, or limited to 10% of total modified direct costs.

Budget Narrative July 1, 2016 thru June 30, 2017

Personnel: 1.30 FTE

Program Lead \$25.00 per hr @ .25 FTE =\$13,000.00

Case Worker .75 FTE @ \$40,580.8 =\$30,435.60

Therapist .15 FTE @31 per hour =\$7,600.32

Outreach specialist .15 FTE @ \$17.30=\$5,397.86

In-Kind Personnel: .10 FTE

Financial Specialist @.05 FTE @ \$14.92 per hour=\$1,551.68

Outcomes Manager @.05FTE @ .31 per hour @ 58% of the year=\$3,224.00

Fringe Benefits @.30 (FICA, Workers Comp/Unemployment Insurance, Medicare, Retirement, Hospitalization Insurance, Life/Disability & Wellness= \$16,930.56

In-Kind Fringe @.30 =\$1,432.70

Mileage:

750 miles per 1.3 FTE @ .45 per mile

Marketing:

Printing 1,000 brochures @ \$1.20 each (1200)

Participant Support:

- Material Goods, diapers, formula, baby clothing \$3,000.00
- Participant support, day care vouchers, clothing for interviews etc \$1,000.00
- Participant Transportation: PARTA 50 tokens round trip @ \$20.00 for \$1000.00

Rent & Utilities:

Rent @ \$13.00 sq ft X 144 X \$1.30 FTE=\$2,433.60 Utilities @ .30 Rent=\$730.00

Building Expenses: Software maintenance agreement, internet =\$660.00

Indirect Rate @ 10% Costs associated with the Project Director, administrative services, executive office billing, records, payroll, IT, building operations, and HR. =\$8,382.60

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: SEP 10 1997

Coleman Professional Services, Inc.
C/O Nelson Burns
5982 Rhodes Rd.
Kent, OH 44240-4128

Person to Contact:

Ruth Ohmer

Telephone Number:

513-241-5199

Fax Number:

513-684-5936

Federal Identification Number:

34-1240178

Dear Sir or Madam:

This is in response to your letter dated June 9, 1997, requesting a name change to your organization. We have updated our records to reflect this change.

Our records indicate that a determination letter issued in August 1978, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Coleman Professional Services, Inc.
34-1240178

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

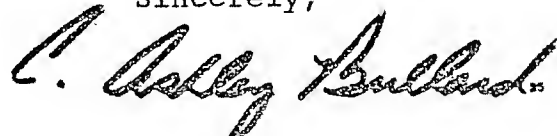
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in dark ink, appearing to read "C. Ashley Bullard". The signature is fluid and cursive, with the first name "C." and last name "Bullard" clearly legible.

C. Ashley Bullard
District Director

Attachment A —Section II.

Location of Business Form

Pursuant to Governor's Executive Order 2011-12K (www.governor.ohio.gov), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

1. Principal location of business of Grantee:

5982 Rhodes Road	Kent, OH 44240
(Address)	(City, State, Zip)

Name/Principal location of business of sub-grantee(s):

N/A	
(Name)	(Address, City, State, Zip)

N/A	
(Name)	(Address, City, State, Zip)

2. Location where services will be performed by Grantee:

5982 Rhodes Road	Kent, OH 44240
(Address)	(City, State, Zip)

Name/Location where services will be performed by sub-grantee(s):

N/A	
(Name)	(Address, City, State, Zip)

N/A	
(Name)	(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Grantee:

5982 Rhodes Road	Kent, OH 44240
(Address)	(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by sub-grantee(s):

N/A	
(Name)	(Address, City, State, Zip)

N/A	
(Name)	(Address, City, State, Zip)

N/A	
(Name)	(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Grantee

N/A
(Address) (Address, City, State, Zip)

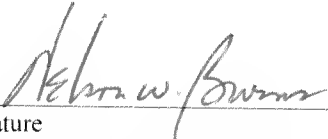
Name/Location(s) where services will be changed or shifted to be performed by sub-grantee(s):

N/A
(Name) (Address, City, State, Zip)

N/A
(Name) (Address, City, State, Zip)

N/A
(Name) (Address, City, State, Zip)

By signing below, I hereby certify and affirm that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this grant or any other agreement will be used to purchase services provided outside the United States or to contract with a sub-grantee(s) who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.


Signature

Coleman Professional Services
Entity Name

Nelson W. Burns, President & CEO
Printed name of individual authorized
to sign on behalf of entity

11/10/2015
Date

5982 Rhodes Road
Address (Principal place of business)

Kent, OH 44240
City, State, Zip

Program Assurances

Please affirm that the following statements are true and accurate. Affix the appropriate signature where indicated. **The application will not be considered complete without the required signature and shall be disqualified from consideration.**

We the undersigned assure that our organization:

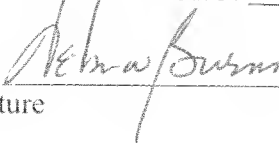
1. Primary purpose is to promote childbirth, rather than abortion, through counseling and other services, including parenting and adoption support **(3.1 C.)**.
2. Will provide services to pregnant women and parents or other relatives caring for children twelve months of age and younger, including clothing, counseling, diapers, food, furniture, health care, parenting classes, postpartum recovery, shelter and any other supportive services, programs or related outreach **(3.1 D.)**.
3. Will not charge pregnant women and parents or other relatives caring for children twelve months of age or younger a fee for any services received **(3.1 E.)**.
4. Is not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising **(3.1 F.)**.
5. Will not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability, or gender **(3.1 G.)**.
6. Will only sub-contract or sub-grant services to entities that are; private, not-for-profit organizations; physically and financially separate from any entity, or component of an entity, that engages in abortion activities; and not involved in, or associated with, any abortion activities including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising **(3.1 H.)**.
7. Will comply with the requirement of 5101.804 of the Ohio Revised Code.

Organization Name: Coleman Professional Services

Printed Name of Director/CEO: Nelson W. Burns, President & CEO

Signature

Date



11/10/2015

Attachment A—Section I

REQUIRED GRANTEE INFORMATION and CERTIFICATIONS

Purpose: The Ohio Department of Job and Family Services (ODJFS) requires the following information on applicants who submit proposals or applications in response to any ODJFS Requests for Grant Applications (RFGAs), in order to facilitate the development of the grant with the selected applicant. ODJFS reserves the right to reject your application if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your application. **Failure to provide such required information will result in your application's immediate disqualification.**

Instructions: Provide the following information regarding the applicant organization submitting the application. Applicants may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their applications. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the applicant. Applicants are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

IMPORTANT: If the RFGA specified a maximum page limit for applicant proposals, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will NOT be counted against that page limit.

Applicants must provide all information

1. ODJFS RFGA #: JFSR1617178105	2. Application Due Date: 11/17/2015
3. Name: (legal name of the grantee – person or organization – to whom grant payments would be made) Coleman Professional Services	
3a. Grantee's Ohio Administrative Knowledge System (OAKS) ID#: [Vendors may apply for an OAKS vendor ID# at: http://ohiosharedservices.ohio.gov/Vendors.aspx . The necessary forms to be completed and remitted to Ohio Shared Services are the Vendor Information Form (OBM-5657) and the IRS Form W-9. Completion and/or submission of these forms to Ohio Shared Services <u>does not</u> assume a vendor/applicant award of any ODJFS contract/grant.] <div style="text-align: right;">Oaks ID: 0000053123</div>	
4. Grantee Corporate Address: 5982 Rhodes Road, Kent OH 44240	5. Grantee Remittance Address: (or "same" if same as Item # 4) Same
6. Print or type information on the grantee representative/contact person <u>authorized to answer questions on the application</u>: Grantee Representative NAME and TITLE: Sandy Myers, VP, Clinical Chief Officer Address: 3920 Lovers Lane, Ravenna, OH 44266 E-Mail Address: sandy.myers@colemanservices.org Phone #: 330-676-8031 Fax #: 330-678-3677	
7. Print or type the name of the grantee representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #6, provide the following information on each such representative and specify their function): Grantee Representative NAME and TITLE: Nelson W. Burns, President & CEO Address: 5982 Rhodes Road, Kent OH 44240 E-Mail Address: nelson.burns@colemanservices.org Phone #: 330-676-6801 Fax #: 330-678-3677	

8. Is this grantee an Ohio certified MBE? Yes ☐ No ☒ If yes, attach a copy of current certification to proposal/bid. (If ODJFS has specified the RFGA document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

9. Mandatory Grantee Certifications:

ODJFS may not enter into agreements with/make purchases from any organizations that have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Organizations responding to any ODJFS RFGA opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. Failure to provide proper affirming signature on any of these statements will result in the disqualification of your application.

I Neilson W. Burns (signature of representative shown in Item # 7, above) hereby certify and affirm that Coleman Professional Services (name of the vendor shown in Item # 3, above), has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I Neilson W. Burns (signature of representative shown in Item #7, above) hereby certify and affirm that Coleman Professional Services (name of the vendor shown in Item # 3, above), is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I Neilson W. Burns (signature of representative shown in Item #7, above) hereby certify and affirm that Coleman Professional Services (name of the vendor shown in Item # 3, above), either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

10. Equal Employment Opportunity Information on the Grantee and any Sub-grantee(s)

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	Nationwide	Ohio Offices
Total Number of Employees:	<u>729</u>	<u>729</u>
% of those who are Women:	<u>78%</u>	<u>78%</u>
% of those who are Minorities:	<u>13%</u>	<u>13%</u>

B. If you are the selected vendor, will you subcontract any part of the work?

X NO -or- ☐ YES, but for less than 50% of the work -or- ☐ YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: _____

Address: _____

Work To Be _____

Performed: _____

(a brief description) _____

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): _____

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed sub-grantees:

	Nationwide	Ohio Offices
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

C. Identify all state grants which the grantee has since the beginning of the last fiscal year (i.e., since July 01, 2012) through this fiscal year to date. Also include grants approved for ODJFS or institutions of higher education:

Total number of grants: 8 (since July 1, 2014)

For each state grant, list the state agency and provide the following information:

State Agency/Educational Institution: Ohio Department of Job & Family Services

Grant Dollar Amount: \$107,662.45

State Agency/Educational Institution: Ohio Development Services Agency

Grant Dollar Amount: \$89,975.00

State Agency/Educational Institution: Ohio Development Services Agency/COHHIO

Grant Dollar Amount: \$270,430.00

Attach additional pages if needed

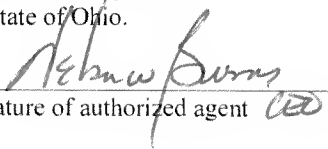
II. Grantee Ethics Certification

As a grantee receiving grants from the State of Ohio, I certify on behalf of

Coleman Professional Services (name of vendor or grantee):


(1) I have reviewed and understand Ohio ethics and conflict of interests' laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.

(2) I acknowledge that failure to comply with this certification is, by itself, grounds for termination of this contract or grant with the State of Ohio.

Signature of authorized agent 

Date 11/10/2015

12. I have read the ODJFS Model Grant attached to the RFGA, and if awarded a grant, I will not ____ (or) I will ____ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected grantee. All requested changes to model contract language are subject to ODJFS approval.)

13. I , (grantee representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of Coleman Professional Services (grantee's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this application in response to this ODJFS RFGA is a firm fixed price, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal/bid.)

14. **Location of Business Declaration:** Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Location of Business Form," which is the final section of this attachment. **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THIS FORM, INCLUDING THE "LOCATION OF BUSINESS FORM," WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD OF AN ODJFS CONTRACT.**

State Grants received by Coleman Professional Services since July 1, 2014 (continued)

State Agency: Ohio Mental Health & Addiction Services (CPS is Subrecipient)

Grant Dollar Amount: \$29,000

State Agency: Ohio Mental Health & Addiction Services (CPS is Lead Partner)

Grant Dollar Amount: \$134,823 (CPS share) – 2 years

State Agency: Ohio Mental Health & Addiction Services (CPS is subrecipient)

Grant Dollar Amount: \$21,253 (CPS Share)

State Agency: Ohio Development Services Agency

Grant Dollar Amount: \$80,500

State Agency: Ohio Housing Finance Agency

Grant Dollar Amount: \$260,000

Linda M. Trautman RN

Personal Statement

I am friendly, caring, and clearly dedicated individual who enjoys sharing my nursing knowledge with others and opened to learning new concepts. I get along well with others, while also working efficiently on my own. I am seeking a position where my current skills and knowledge would be beneficial to others.

Work Experience

Pregnancy Center of Kent/Coleman

April 2012-Present

Pregnancy advocate

Responsible for pregnancy testing, obtaining personal and medical history, providing prenatal, antenatal, and postnatal education. Also I am responsible for providing emotional, spiritual and physical support to our clients.

Robinson Memorial Hospital

Aug 1989-Oct 2008

Resource Nurse Birth Center

Dec 2007-Oct 20

Responsible for staffing unit, daily staff assignments, cross trained in L&D, Mother-Baby, and Nursery. Preceptor for new hires.

Interim Clinical Manager Birth Center

Jan 2007-Dec 2007

Responsible for maintaining a safe and competent patient care unit. Maintained staff competencies.

Charge Nurse/Staff Nurse

1991-2007

Responsible for nursing care of laboring patients, mother-baby, and babies in the nursery. Maintained fetal monitoring skills, IV and lab draws.

Staff Nurse

1989-1991

OB nursing care

Drs. J Ferrara & C Foote

May 1987-Aug 1989

Office nurse, assisted with patient exams and minor surgical procedures. Patient education, lab draws and medication administration.

Robinson Memorial Hospital Birth Center

May 1980-May 1987

Nursing care primarily on postpartum unit with cross training to labor and delivery & fetal monitoring.

Robinson Memorial Hospital

May 1971-May 1975

Basic nursing care of surgical and medical pediatric patients. Head Nurse 1 yr.

Certifications/Accomplishments

NCC In-Pt OB

NRP Instructor, ACLS, BLS

Implemented Code Pink Program

Graduate, Akron School of Nursing, 1971

November 2, 2015

I, Linda Trautman , affirm that I am a resident of the State of Ohio.

Signed:  Date: 11-3-2015

Shauna Burkholder

Current Employment

Title: Healthcare Statistician, November 2013 – Current

Company: Coleman Professional Services located in Kent, Ohio

Responsibilities:

- Collaborate with clinical and administrative staff to design, test and implement analytical tools that support enterprise/business unit needs and improve data collection and reporting strategies
- Apply data mining and predictive modeling to clinical data to promote evidence-based decision making
- Assist in the identification of data quality issues, recommend areas for investigation, and develop corrective action plans
- Provide consultation, data analysis and project management to support clinical outcomes
- Train other individuals and teams in the routine use of data collection, analysis, reporting and interpretation for measuring performance

Previous Related Experience

1. Title: Biostatistician, August 2012 – October 2013

Company: Neuronetrix located in Louisville, Kentucky

Responsibilities:

- Analysis of ERP and EEG data by way of applying machine-learning, ensemble algorithms for disease classification. All programming performed using R
- Correlation analysis of ERP data to composite psychometric scores, and reliability and validity measures regarding the company's ERP/EEG system
- Integrate elements of R and DTREG into the company's data software management system for future automation of disease diagnostics
- Work closely with the Director of Neuroscience to ensure the scientific validity of all statistical approaches considered during data mining phases of analysis
- Write data analysis portions of clinical study proposals, results, and grant applications

2. Title: Material Requirements Analyst Intern, August 2011 – March 2012

Company: Akzo Nobel, North American Headquarters located in Strongsville, Ohio

Responsibilities:

- Provide material reports for the use of the procurement team and site buyers to aid in the timely arrival of required raw materials, and to help maintain ideal levels of inventory
- Provide/produce ad hoc queries and statistical analysis to assist in other business areas such as demand planning and quality assurance
- Solely responsible for managing the inventory of over 3,000 unique product labels at each of six North American manufacturing sites, leading to the identification of over 1 million outdated/discontinued labels for disposal

3. Title: Student Researcher as Biostatistics Teaching Assistant, June – September 2011

Company: Cleveland Clinic, Main Campus

Responsibilities:

- Assist the professor with answering the questions of the medical students during lecture hours
- Maintain open office hours for helping medical students to understand concepts and develop statistical projects related to biostatistics and epidemiology

Computer Experience

- Advanced knowledge of Microsoft Office (Excel, Access, Power Point, Word), R/S+, PL/SQL, Pentaho Report Designer
- Intermediate working knowledge of SAS, JMP, Minitab, SPSS, DTREG, Maple
- Familiarity with Mathcad, Matlab, Sage

Education

Master of Science in Mathematics with Specialization in Applied Statistics - May 2012

Cleveland State University
2121 Euclid Avenue
Cleveland, Ohio 44115-2214

Bachelor of Science in Mathematics - May 2010

Cleveland State University

JANET BENJAMIN

- March 2013- Present** **Coleman Professional Services: Kent, OH: Billing Specialist:**
Accounts Receivables payment postings in Great Plains. Created invoices for Grant Funded Billing in Qualifacts, Great Plains and online portals such as APS, Guardianship, Homemaker, Passport, RW HIV, plus the Self Pay Mental Health clients. Helped with End of Month billing and created tracking spreadsheets.
- June 2011 - March 2013** **Trillium Family Solutions: Canton, OH: Grant Billing Specialist:**
Created invoices for Grant Funded Billing such as Federal AOD, RW HIV, APS, Guardianship, Homemaker, Passport plus the Self Pay Mental Health clients. Also billed for Deaf Interpretation Services. Made collection calls and reduced the aging reports for both Guardianship and DCS programs. Created end of month reports, aging reports and tracking spreadsheets. Helped with data entry, insurance verification, and credentialing.
- 2010 - 2011** **Synova Inc.: Contract worker at GM / Lordstown Plant: Worked with Hewlett Packard:**
Viewed computer screens to monitor production areas in order to notify supervisors when zone needed attention. Logged calls made to the supervisors as well as the number of drivers logged into various zones. Created a daily accumulated production report including violations at the end of each shift. Researched a specific part's or zone's history as requested.
- 2010 - 2011** **United States Postal Services: Beloit, OH; Temporary Rural Carrier:**
Sorted and delivered mail on a rural postal route every other Saturday and when regular carrier was on vacation.
- 1990 - 2009** **Republic Services: formerly Browning-Ferris Industries (BFI) / Allied Waste Services:**
- **Checker at the Scale House**
Checked manifests, keyed information into a Trux software program and printed the scale ticket. Created and maintained detailed reports for Republic Services, the Mahoning County Health Department and the Ohio EPA. Tracked information on various Excel spreadsheets, Microsoft Word and Word Perfect.
 - **Accounts Payable Clerk**
Compared purchase orders and packing slips in order to process invoices. Took phone calls to assure and satisfy the vendors and customers regarding the payments due them. Distributed the mail, recorded and balanced the daily deposits. Assisted in filing payroll hours, and balanced the petty cash.
 - **Customer Service**
Answered the phone and greeted customers at the front door as well as created a cordial and professional relationship making sure the inquiries were resolved to the customers' satisfaction.
 - **Risk Management Department**
Maintained confidential files for the safety manager in recording, filing and processing employee injury / incident work claims. All claims were handled in a timely manner.
- Equipment Used:**
- Computer programs such as: Excel, Microsoft Word, Word Perfect. Great Plains, Qualifacts, and Outlook email
 - Routine daily use of dot matrix and laser printers, copiers, fax machines, cash registers, 10-key calculators, typewriters, postage machines, shipping label computer programs, telephone switchboards & alpha pagers
- Education:**
- Graduated from Alliance High School, Alliance, Ohio.
 - I attended college at night, part time, at various times throughout work history. Most recent one is Bergen Community College, Paramus, NJ for Early Childhood Education. No degree.
- Personal Qualities:**
Honest, excellent organizer, reliable, good telephone skills, dependable, prompt, quick learner, friendly, and can work with others or limited supervision. I have my own reliable transportation.

Rebecca R. Conaway

- Career Experience:** Coleman Professional Services 12/11-present
Pregnancy Center Project Coordinator
- Program development and implementation
 - Volunteer recruitment, training and assignments
 - Marketing, outreach, and promotion of the center
 - Pregnancy counseling support, including crisis pregnancy
 - Individual education programs and classes that promote self-sufficiency via employment and life skills

**Rehab Secretary
Employment Coordinator**

- Assist clients in overcoming barriers in obtaining employment
- Assess disability and reporting eligibility criteria
- Create individual plans for services
- Receive, process and pa billings from other vendors; editing billing reports
- Data entry for treatment provided, billing and referrals
- Fiscal contact for outside vendors

Clinical Mental Health Counseling Intern

- Provided counseling using evidence based theoretical models
- Maintained connections with community resources for efficient referrals
- Diagnosis, assessment and symptom monitoring

Case Manager

- Provided services to children and their families living with mental illness
- Worked with schools to ensure child's total wellbeing
- Evaluated, supported, and coordinated basic needs
- Developed and maintained detailed clinical documentation
- Visited clients in the community, in their home(s) with children present, and at community agencies

Family and Community Services 9/10-12/11
Housing Specialist – (Miller Community House)

Domestic Violence Specialist – (Safer Futures)

- Exclusive Point of Contact for in-house clients and families during shift(s)
- Performed over the phone assessments of clients' and families suitability for services
- Improved office efficiency (e.g. Communications, Data Management, Case Management)

- Internships:**
- **Clinical Mental Health Counseling Intern** - Coleman Professional Services (2014)
 - **Research Administration Intern** - Center for Traumatic Stress, St. Thomas (2011)
 - **Vocational Counseling Intern** - The Employment Source (2007)

- Education:**
- Pursuing a Masters in Social Work
 - BA in Psychology from Kent State University (Obtained 2011)

- Certifications:**
- Chemical Dependency Counselor's Assistant Certification (Expires 2017)

- Community**
- Vice President of Limitless Ambition (Current)

- Leadership:**
- Facilitator of the Portage County Pregnant and Parenting Collaborative (Current)
 - Facilitator of the Portage County Safe Sleep Initiative Committee (Current)
 - Member of the Portage County Maternal and Child Health Consortium (Current)
 - Member of the Fatherhood Initiative Committee (Current)
 - First President of Chi Sigma Iota, Malone University Chapter (2013)

Mitzi Hutchins

Credentials

Licensed Professional Clinical Counselor – License Number E 0900347

EDUCATION

Kent State University – Kent, OH 2007 to 2010
Masters of Education – Community Counseling
Counseling and Human Development Services
(CACREP Accredited)

May 2010

Ohio University – Athens, OH 1991 to 1996
Bachelors of Science
Speech Pathology
Gerontology Certification

June 1996

PROFESSIONAL EXPERIENCE

Counselor

Portage Path Behavioral Health/
University of Akron

Akron, OH

Nov 2012 – present

- Provide evidenced based empowerment focused Cognitive Behavioral Therapy and Person Centered Therapy to women currently in domestic violence shelters in Summit, Warren, Medina, Lorain, and Wooster counties to explore/identify which Therapy more effective in working with women currently meeting criteria for Post-Traumatic Stress Disorder as direct result of abuse from intimate partner violence relationships.

Mitzi Hutchins

Counselor

Coleman Behavioral Health

Kent, OH
May 2010 – present

- Provided Agency, School-Based, In-Home, Crisis, and Jail support/assessments
- Conduct hospitalization pre-screen assessments, diagnostic assessments, providing individual counseling services, crisis assessments and support, diagnosing, providing groups counseling services to women, men, children, couples, families, and groups in the clinical mental health setting; mental health presentations to students, educators, and mental health professionals; heighten awareness of mental health issues and concerns, disorders, interventions, treatment, and diagnosis.
- Consult and collaborate with interns regarding appropriate treatment and interventions with clients that have experienced various forms of trauma, sexual assaults, suicidal and homicidal ideation and psychosis, and also clients diagnosed with pervasive developmental disorders.

Graduate Assistant

Kent State University Women's Center

Kent, OH
Aug 2010 – May 2012
Aug 2007 – May 2009

- Collaborated with university faculty and administrative staff to review sexual assault policy and effective implementation (fall 2011) and establishment of Sexual Assault Response Team (SART); Attended Title IX meetings to continue to be updated with current information related to Title IX requirements; presentations and campus discussions related to sexual assault awareness, education, and prevention; while providing resources to faculty, staff, and students for campus and surrounding community.
- Provided crisis intervention to students, faculty, staff, and community through individual consultations and managing follow-up to ensure continuity of care; initiated referrals for students, faculty, staff, and community related to immediate needs related to crisis intervention and projected best planning; provided information to victims/survivors of sexual assault regarding self and medical care and victims' rights, explored and identified options for appropriately responding to immediate needs, and coordinated necessary services.
- Conducted focus groups and workshops with female, graduate students of color and traditional aged single parent undergraduate students to gain insight into specific needs and provide resources and services that might be beneficial in striving to achieve and environment that is supported and conducive to personal, professional, and academic growth and development overall.

Mitzi Hutchins

Co-Instructor

Kent State University

Advanced Counseling Procedures

Spring, 2012

Participated in all aspects of planning and teaching the course including: syllabus preparation, weekly instruction, grading of papers and miscellaneous assignments, group process, and exam preparation.

Advanced Multicultural Counseling

Summer, 2012

Participated in all aspects of planning and teaching the course including: syllabus preparation, weekly instruction, managing class blog and miscellaneous assignments, group process, intentionally infused issues of social justice and social justice advocacy into course, and reviewing final projects.

OTHER RELEVANT EXPERIENCE

Counselor Trainee, Internship

Kent State University
Coleman Behavioral Health/
Rootstown High School

Kent, OH
Ravenna, OH
Rootstown, OH
Sept 2009 – May 2010

- Collaborated with principal and school counselor to implement system for making appropriate referrals for mental health services; establish mentoring program, established protocol for responding to crisis and managing student behaviors disruptive to school environment; and implemented crisis training for school counselors.
- Collaborated with teachers to present topics related to understanding mental health disorders/diagnosis and mental health stigma, dating safety and violence
- Conducted diagnostic assessments, individual counseling sessions, family counseling, and social skills groups.

Counselor Trainee

Kent State University
Counseling and Human Development Center

Kent, OH
Jan – Aug 2009

- Co-facilitated Anger Management Groups with adolescents, educational groups with female athletes, and career/occupational preparedness groups for women in shelters.
- Conducted intake assessments, provided individual counseling services, providing groups counseling services to women, men, and groups in the clinical mental health setting.

Mitzi Hutchins

VOLUNTEER EXPERIENCE

- Court Appointed Special Advocate (CASA) – Summit County Juvenile Court (2009 - present)
- Court Appointed Special Advocate (CASA), Community Outreach Committee – Summit County Juvenile Court (2009 – 2011)
- Mentor for volunteers, CASA (Court Appointed Special Advocate) – Summit County (2010 - 2012)
- Townhall II – Crime Victim Advocate Unit; (2008 – 2011)

PRESENTATIONS

Local

Hutchins, M. (2013, March), “*Bullying*”. Coleman Professional Services: Parenting Series

State

Burns, S., Cruikshanks, D., Brace, A., Bruce, A., Danage, S., Hutchins, M., Lancaster, T., LaSelle, N., Lineburgh, J., Mahon, M., Sepulveda, V., Star, K. (2010, November). “*Self Care in the Counseling Profession: A Wellness Exploration and Planning Workshop*”. All Ohio Counselors Conference, Columbus, OH.

Osborn, C. J., Bradley, N., & Hutchins, M. (2009, November). *Collaborative Supervision*. All Ohio Counselors’ Conference, Columbus, OH.

Regional

Branfield, M., Xiong, M., Hutchins, M. (2012, October), “*Cultivating Understanding of Power and Oppression: Tools for the Classroom*”. North Central Association for Counselor Education and Supervision, Kansas City, MO

Danage, S.Y., Hutchins, M. (2010, October), “*Using Reality TV to Teach Counseling Theory*”. North Central Association for Counselor Education and Supervision, Itasca, IL

Hutchins, M., Xiong, M. (2012, October), “*Honoring Culture as an Aspect of Supervision*”. North Central Association for Counselor Education and Supervision, Kansas City, MO

AWARDS

Mitzi Hutchins

Chi Sigma Iota: Counseling Academic & Professional Honor Society International: Kappa Sigma Upsilon Chapter: *Judith A. Detrude – Professional Recognition Award* (Kent State University, 2010)

PROFESSIONAL MEMBERSHIPS/AFFILIATIONS/POSITIONS

- American Counseling Association (2008 – present)
 - Chi Sigma Iota, Counseling Honor Society – member (2009 – present)
 - Chi Sigma Iota, Counseling Honor Society – Treasurer (2011 – 2012)
 - Coffee Talk Mentoring Program – Kent State University (2007 – 2009)
 - North Central Association for Counselor Education and Supervision (2008 – present)
 - North Central Association for Counselor Education and Supervision, Member At Large – (2013-2014)
 - Ohio Counseling Association (2007 – present)
 - TownHall II – Conflict Management Advisory Council (2008 – 2009)
 - Women's Resource Center Advisory Board (2007 – 2012)
-

Ashley Dewiel

Background

Proficient background working with behavioral and mental health clients. Experience working in residential and community settings.

Certifications

CPR And First Aid

Experience

Case Manager, Coleman Professional Services, Kent, Ohio	May 2011-Current
Team Lead-Youth Care Specialist, Foundations For Living, Mansfield, Ohio	July2007-May 2011
Shift Manager, Wendy's, Mansfield, Ohio	June2003-July2007

Education

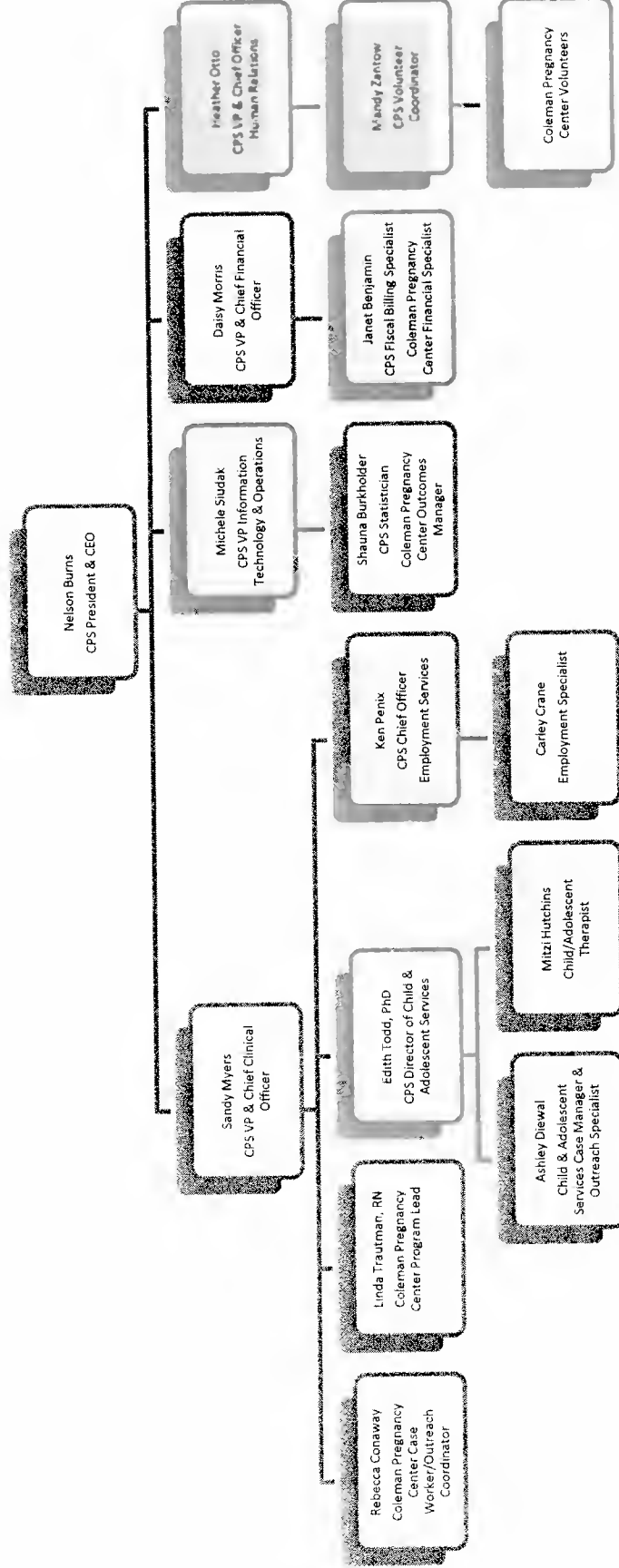
Bachelors Degree , Criminal Justice and Sociology, Ashland University, Ashland, Ohio August 2007

Member of Criminal Justice Honor Society

Coleman Pregnancy Center

Organizational Chart

11/2/2015



Use this quick checklist to see if you or other caregivers could benefit from our services:

- I think I am pregnant and need a pregnancy test and prenatal vitamins.
- I am pregnant and need help applying for WIC, Medicaid, SNAP and other resources.
- I want to learn more about what to expect during pregnancy or labor.
- I am pregnant and want to make sure I'm eating correctly.
- I am pregnant and may be experiencing depression and/or anxiety.
- I need help creating a budget to financially plan for my baby.
- I would like to learn more about caring for an infant.
- I need diapers, wipes, clothes or other baby items.
- I am pregnant or have a small child and need help finding a job.

The Heart of our Philosophy

The Coleman Pregnancy Center is a one-stop pregnancy resource and crisis intervention center. We happily provide services to parents who suspect or know they are pregnant, or have a child under age one. We also provide services to other caregivers when applicable. We respectfully listen with compassion and empathy, and offer every client support for opportunities before, during and beyond their baby's birth.

Contact us to schedule an appointment



Center: 330-676-6842

Crisis hotline line: 330-839-9919

pregnancy@colemanservices.org



www.facebook.com/

ColemanPregnancyCenter

www.colemanservices.org

Coleman Professional Services
5982 Rhodes Rd
Kent, OH 44240

*Our job is to love others without
stopping to inquire whether or not
they are worthy. - Thomas Merton*



COLEMAN PREGNANCY CENTER

*Wrapping our blanket of
care around parents and
their children.*



Promoting Total Wellness

We know that a healthy parent means a healthy baby. If a parent is experiencing distress in mind, body or spirit, the baby may suffer. We want to break generational cycles of poverty, abuse, mental health symptoms, substance abuse, preventable illnesses and other hindrances for a safe and healthy existence. We provide free prenatal care to those waiting for insurance, and help families apply for the benefits needed to receive complete prenatal care. We offer pregnancy and nutritional wellness checks to all new clients, as well as screen for symptoms of postpartum depression and when appropriate, offer inner-agency referrals. Additionally, our clients have access to our 24-hour crisis hotline.

One-Stop Shop

We offer all of our services in one location because we want families to have access to a full range of support without having to spend precious time and energy visiting multiple locations. In their first visit, our families complete a Needs Assessment that identifies areas in need of support. From that assessment we create a Care Plan that sets small goals, provides community referrals and tracks outcomes. We continue this care coordination throughout pregnancy and the first year of the baby's life.



Individual Education

We value forming relationships and understand that no two situations are alike. We never want our clients to miss important information or lack necessary material items because they were unable to attend a group class. We pride ourselves on creating individual education programs geared specifically to the individual client's needs and schedule.

We offer the following individual education programs:

- Your Body During Pregnancy
- Eating Healthy on a Budget
- Preparing for Labor
- Budgeting with a Baby
- Infancy Care
- Maternal Coping Skills
- Job Seeking Skills Training



Material Goods

Caring for a baby can be expensive and time consuming. We know hard work goes into parenting and we want to offer rewards for that work. Roo's Roots is an ever-growing supply of needed baby items such as: diapers, wipes, bottles, clothing, toys and other essential items. We have created an incentive-based system that is designed to encourage the parents' efforts of raising their baby in a happy and healthy home. They will be given a Little Leaves stamp card at their first appointment. This stamp card will be their way of keeping track of Little Leaf stamps, which serve as "money" at Roo's Roots.

Parents receive Little Leaf stamps by completing steps you are already taking as a mother. They can receive a Little Leaf stamp by reaching care plan goals, buying needed baby items, attending individual education appointments, buying nutritional food for their family, attending other community agency appointments, working and much more. At any time, they can redeem their stamps for items at Roo's Roots. When their stamp card is full, they can turn it in for a free item from our item list.

